

STATE OF CALIFORNIA

Department of Parks and Recreation

CAREER OPPORTUNITY BULLETIN



Date: October 25, 2005

Bulletin #: 588

This Career Opportunity Bulletin may also be viewed on our website at
www.parks.ca.gov

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: November 4, 2005

California Relay Service

TDD 1-800-735-2929

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

The following advertisement was advertised in error:

ENVIRONMENTAL SCIENTIST (PERMANENT INTERMITTENT) (2 POSITIONS) (\$25.49 – \$30.79/HOUR) – NORTH COAST REDWOODS DISTRICT

The reporting location for these positions is Patrick's Point State Park, located in Trinidad. These positions will work under the direction of the District Senior Environmental Scientist. The incumbents will assist the District Resource Management Program by performing a variety of duties primarily related to vegetation management including exotic species control, plant inventories, and habitat restoration throughout the District. Additional duties related to wildlife management activities will include wildlife studies, inventories, monitoring, and surveys. It is anticipated the majority of work for these positions will initially involve the development and implementation of the Little River Habitat Restoration Plan. These positions will be dependent upon grant funding. Possession of a 10 (a)(1) (A) permit for surveying, setting up exclosures, and banding of Western Snowy Plovers is highly desirable. Familiarity with the control and eradication methods of exotic plants species occurring within the District is desirable. These positions may work up to 1500 hours per year, however, funding may only be available for as little as 500 hours. Funding for these positions is subject to obtaining grants, capital outlay and deferred maintenance dollars. **State housing is not available.** For further information regarding these positions, please contact Jay Harris at (707) 445-6547 ext.19 or jharris@parks.ca.gov.

Please refer to the body of this Career Opportunity Bulletin for the new advertisements.

The following advertisement now has an established final filing date of October 28, 2005.

ADMINISTRATIVE ASSISTANT I (\$3418 - \$4155)/EXECUTIVE ASSISTANT (\$3072 - \$3734) – DIRECTOR'S OFFICE/HEADQUARTERS/SACRAMENTO

The reporting location for this position is at Headquarters in Sacramento. This position provides administrative assistance for two deputy directors and reports to the Deputy Director of External Affairs. This position requires daily contact with the State legislature, city and county officials, community organizations, and other high level governmental officials and stakeholders. The incumbent will be responsible for maintaining schedules and calendars; coordinating and evaluating a wide range of issues or requests for information; gathering and reviewing information on behalf of the Deputy Director, and typing, editing, reviewing and managing outgoing correspondence and other reports. Desirable qualifications include being self-motivated, working independently with minimal supervision, excellent attention to detail and follow through, the ability to multi-task, good organization skills, and the ability to work in a very busy and energetic environment. **State housing is not available.** This position may be downgraded for recruitment purposes. For further information regarding this position, please contact Sonia Windtberg at (916) 653-8380. ***The final filing date for this position will be October 28, 2005.***

Career Opportunity Bulletin #588:

- **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST – PERSONNEL SERVICES/ HEADQUARTERS/SACRAMENTO/EXAM UNIT**
- **ENVIRONMENTAL SCIENTIST – MONTEREY DISTRICT/GAVILAN SECTOR**
- **ENVIRONMENTAL SCIENTIST (PERMANENT INTERMITTENT) – NORTH COAST REDWOODS DISTRICT**
- **ENVIRONMENTAL SCIENTIST (PERMANENT INTERMITTENT) – NORTH COAST REDWOODS DISTRICT**
- **ENVIRONMENTAL SCIENTIST (PERMANENT INTERMITTENT) – OCOTILLO WELLS DISTRICT**
- **HEAVY EQUIPMENT MECHANIC – ANGELES DISTRICT**
- **PARK MAINTENANCE ASSISTANT (PERMANENT INTERMITTENT) – GOLD FIELDS DISTRICT/AUBURN STATE RECREATION AREA/MAMMOTH BAR OFF- HIGHWAY VEHICLE AREA**
- **PARK MAINTENANCE CHIEF I/PARK MAINTENANCE SUPERVISOR – COLORADO DESERT DISTRICT/SALTON SEA SECTOR**
- **PARK MAINTENANCE WORKER I (PERMANENT INTERMITTENT) – TWIN CITIES DISTRICT/PRAIRIE CITY STATE VEHICULAR RECREATION AREA**
- **REGIONAL INTERPRETIVE SPECIALIST – CENTRAL VALLEY DISTRICT/DISTRICT OFFICE**
- **SENIOR ENVIRONMENTAL SCIENTIST – OCEANO DUNES DISTRICT**
- **WATER AND SEWAGE PLANT SUPERVISOR – DIABLO VISTA DISTRICT/BAY SECTOR/MOUNT DIABLO STATE PARK**

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

- **STATE PARK RANGER – SANTA CRUZ DISTRICT/ PAJARO COAST SECTOR**
- **STATE PARK RANGER (3 POSITIONS) – SAN LUIS OBISPO COAST DISTRICT/SAN SIMEON SECTOR**
- **SUPERVISING STATE PARK RANGER – SAN DIEGO COAST DISTRICT/HISTORIC SECTOR**
- **SUPERVISING STATE PARK RANGER – SAN LUIS OBISPO COAST DISTRICT/SAN SIMEON SECTOR**

WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314

Only the most qualified candidates will be selected for an interview
And all appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (CAUSE): Positions for voluntary geographic transfers will be filled in accordance With Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 Of the unit 13 collective bargaining agreement.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (\$4111-\$4997) – PERSONNEL SERVICES/HEADQUARTERS/SACRAMENTO/EXAM UNIT

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Exam Manager. Duties and tasks will involve developing exam plans; participating in the more sensitive and complex exams; preparing exam announcements; providing advice and assistance to a variety of staff relating to exam needs and issues; establishing testing locations; arranging for Subject Matter Experts and panel members; chairing exams when needed; completing job analysis to determine testing selection methods; researching statistical data and making recommendations involving testing material; acting as lead person over exam staff; providing training to new exam analysts on both departmental and State Personnel Board's policies and procedures; and participating in the department's recruitment programs. The incumbent should have good writing and communication skills, be able to work in a team environment, and have knowledge of the examination process. The ability to use a variety of software programs is essential. **State housing is not available.** For further information regarding this position, please contact Janene Woolley at (916) 653-2169 or jwool@parks.ca.gov.

ENVIRONMENTAL SCIENTIST (\$4419 – \$5336) – MONTEREY DISTRICT/GAVILAN SECTOR

The reporting location for this position is the Galivan Sector Office in San Juan Bautista State Historic Park. This position will work under the direction of the Senior Environmental Scientist. The incumbent will perform a wide variety of appropriate duties and projects for the Natural Resource Program in Gavilan Sector and Monterey District. **State housing is not available.** For further information regarding this position, please contact Tom Moss at (831) 649-2854.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ENVIRONMENTAL SCIENTIST (PERMANENT INTERMITTENT) (\$25.49 – \$30.79/HOUR) – NORTH COAST REDWOODS DISTRICT

The reporting location for this position is Patrick's Point State Park, located in Trinidad. This position will work under the direction of the District Senior Environmental Scientist. The incumbent will assist the District Resource Management Program by performing a variety of duties primarily related to vegetation management including exotic species control, plant inventories, and habitat restoration throughout the District. Additional duties related to wildlife management activities will include wildlife studies, inventories, monitoring, and surveys. It is anticipated the majority of work for this position will initially involve the development and implementation of the Little River Habitat Restoration Plan. This position will be dependent upon grant funding. Possession of a 10 (a)(1) (A) permit for surveying, setting up exclosures, and banding of Western Snowy Plovers is highly desirable. Familiarity with the effect of the use of heavy equipment for the control and eradication methods of exotic plants species occurring within the District is desirable. This position may work up to 1500 hours per year, however, funding may only be available for as little as 500 hours. Funding for these positions is subject to obtaining grants, capital outlay and deferred maintenance dollars. **State housing is not available.** For further information regarding this position, please contact Jay Harris at (707) 445-6547 ext.19 or jharris@parks.ca.gov.

ENVIRONMENTAL SCIENTIST (PERMANENT INTERMITTENT) (\$25.49-\$30.79/HOUR) – NORTH COAST REDWOODS DISTRICT

The reporting location for this position is the District Office in Eureka. This position will work under the direction of the District Senior Environmental Scientist. The incumbent will assist the District Resource Management Program by performing a variety of duties related to the development of resource management plans, environmental and project compliance, IMAP, project management, and sensitive wildlife surveys throughout the District. Initially, this position will be part of a multi-disciplinary team developing several large restoration plans in forested, riparian, and dune environments. Experience surveying Marbled Murrelets, Northern Spotted Owls, and Willow Flycatchers, as well as the possession of a 10(a)(1)(A) permit to conduct western snowy plover surveys, set up exclosures, and band plovers is highly desirable. This position will be dependent upon grant funding. This position may work up to 1500 hours per year, however, funding may only be available for as little as 500 hours. Funding for this position is subject to obtaining grants, capital outlay and deferred maintenance dollars. **State housing is not available.** For further information regarding this position, please contact Jay Harris at (707) 445-6547 ext.19 or jharris@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ENVIRONMENTAL SCIENTIST (PERMANENT INTERMITTENT) (\$16.59-\$19.93/HOUR) – OCOTILLO WELLS DISTRICT

The reporting location for this position is the Ocotillo Wells State Vehicular Recreation Area. This position will work under the direction of the District Environmental Scientist. This is an opportunity to work in a beautiful desert environment on individually assigned projects. Duties will include monitoring the Flat Tailed Horned Lizard (FTHL). The incumbent will monitor the FTHL by physically locating the animals and tracking their movements through radio telemetry equipment. The District has taken a very aggressive stand on the removal of the invasive tamarisk. The incumbent will also develop and implement a program to replace the tamarisk with native plants. This position may work up to 1500 hours per year. **State housing is not available.** For further information regarding this position, please contact Leda Seals at (760) 767-5391.

HEAVY EQUIPMENT MECHANIC (\$3495-\$3837) – ANGELES DISTRICT

The reporting location for this position is Point Mugu State Park, located in western Malibu, but a large portion of the workday may be spent at the main heavy equipment storage yard at nearby Malibu Creek State Park. The District's fleet includes a wide range of light duty vehicles, as well as both track and wheel loaders, backhoes, graders, dump trucks and various transport truck and trailer combinations. The incumbent will be required to perform repairs both in the shop as well as in the field within any of our Districts' sixteen parks spread throughout Los Angeles and Ventura Counties. The incumbent's work schedule will be Monday through Friday from 7:00 a.m. to 3:30 p.m. **A class "B" license or higher is required. This position will be subject to the Federal Drug and Alcohol Testing Program. Please provide proof of eligibility with application. State housing is not available.** For further information regarding this position, please contact Dennis Dolinar at (818) 880-0350 ext. 115 or DDolinar@parks.ca.gov.

PARK MAINTENANCE ASSISTANT (PERMANENT INTERMITTENT) (\$14.49 – \$15.79/HOUR) – GOLD FIELDS DISTRICT/AUBURN STATE RECREATION AREA/ MAMMOTH BAR OFF- HIGHWAY VEHICLE AREA

The reporting location for this position is the Auburn State Recreation Area complex, located in Auburn. The incumbent will assist in leading a successful housekeeping program and assist with the maintenance workload at Auburn State Recreation Area and Mammoth Bar Off Highway Vehicle Area. Leadership, organizational skills, basic level skills in carpentry, plumbing and electrical, skills relating to purchasing practices and the ability to work with the Computerized Asset Management Program (C.A.M.P.) will be necessary of the desired candidate. The ability to work in a team environment, which includes park staff and a diversity of recreation, user groups, and cultures is highly desirable. **State housing is not available.** For further information regarding this position, please contact Matthew Farris at (530) 823-4151.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific

PARK MAINTENANCE CHIEF I (\$3837– \$4626)/PARK MAINTENANCE SUPERVISOR (\$3345 – \$4025) – COLORADO DESERT DISTRICT/SALTON SEA SECTOR

The reporting location for this position is at Salton Sea Sector Headquarters, located in North Shore. This position will work under the direction of the Sector Superintendent. The incumbent will supervise the overall maintenance operations at Salton Sea State Recreation Area, Picacho State Recreation Area, and Indio Hills Palms. The incumbent will assist the Sector Superintendent in developing the Sector's maintenance budget, including Cat I, Cat II, minor/major capitol outlay projects, new and replacement equipment budgets, and any special funded projects. The incumbent will be charged with the facility and equipment maintenance, housekeeping and groundskeeping of the sector; ensure that all facilities and equipment are kept operable and safe; schedule and monitor the expenditure of seasonal salaries, operating expenses and other funds allocated to Sector, and will serve as a member of the Sector's core staff while also serving the visiting public by providing accurate general information. ***This position may be downgraded for recruitment purposes. A state trailer pad may be available.*** For further information regarding this position, please contact Kathy Dice at (760) 393-3059.

PARK MAINTENANCE WORKER I (PERMAMENT INTERMITTENT) (\$15.79 – \$18.85/HOUR) – TWIN CITIES DISTRICT/PRAIRIE CITY STATE VEHICULAR RECREATION AREA

The reporting location for this position is the Prairie City State Vehicular Recreation Area. This position will work under the direction of the Park Maintenance Chief. The incumbent will perform a full range of duties including using skills in carpentry, electrical, and plumbing. The incumbent will be responsible for acting as lead person for two Park Maintenance Assistants, Park Aids, and Volunteers. This position may work up to 1500 hours per year. The incumbent's work schedule will be Monday through Friday 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information regarding this position, please contact Randy Caldera at (916) 985-8521 or rcaldera@parks.ca.gov.

REGIONAL INTERPRETIVE SPECIALIST (\$3924 – \$4770) – CENTRAL VALLEY DISTRICT/DISTRICT OFFICE

The reporting location for this position is the Central Valley District Office, located in Columbia. This position will work under the direction of the Visitor Services Manager. The incumbent will be responsible for the interpretive planning, exhibits, training, media relations, publishing, statewide programs, and cooperating associations of the District. The newly formed District is the combination of three Districts; Calaveras, Four Rivers and San Joaquin. The incumbent must have a team approach to doing business and must be able to work independently. The incumbent will have the opportunity to work with the administrative team and develop new processes and procedures, as well as be an active member of the process improvement team. **State housing is not available.** For further information regarding this position, please contact Vince Sereno at (209) 536-2915.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

SENIOR ENVIRONMENTAL SCIENTIST (\$5093 – \$6147) – OCEANO DUNES DISTRICT

The reporting location for this position is the Oceano Dunes District Office, located in Arroyo Grande. This position will work under the direction of the Oceano Dunes District Superintendent. The incumbent will serve as the District's natural resource program supervisor in one of State Parks most complex and growing programs. The incumbent will supervise three Environmental Scientists, six Environmental Services Interns and four Senior Park Aids. This position is very demanding and requires experience with complex resource management issues; background and experience dealing with federal, state and county regulatory agencies; ability to successfully manage difficult people, groups and organizations in difficult situations, and have a keen understanding of the balance between resource management and recreational opportunity. It is desirable that the incumbent is currently listed on a USFWS 10 (a) (1) "A" permit for Western Snowy Plover and California Least Tern. **State housing is not available.** For further information regarding this position, please contact Andrew Zilke at (805) 473-7232 ext. 16.

WATER AND SEWAGE PLANT SUPERVISOR (\$4601) – DIABLO VISTA DISTRICT/BAY SECTOR/MOUNT DIABLO STATE PARK

The reporting location for this position is the Maintenance Shop in Mount Diablo State Park. The incumbent will be responsible for water and sewer systems maintenance, operation, testing and completion of all reports related to the maintenance of such systems, and will develop and keep current operational manuals for each water and sewage system within the Bay Sector. The incumbent will work with sector staff assigned to the Maximo program to ensure that all work is properly scheduled and recorded, and will perform other skilled maintenance tasks as required. A Grade T2 Water Treatment and D2 Water Distribution license are required for this position. The incumbent's work schedule will be Monday through Friday from 7:30 a.m. to 4:00 p.m., however, temporary changes to the work schedule may occur due to operational need. **State housing is not available.** For further information regarding this position, please contact Wendy Martin at ((925) 673-2894.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

STATE PARK RANGER (\$2890 – \$4135) – SANTA CRUZ DISTRICT/ PAJARO COAST SECTOR

The reporting location for this position is New Brighton State Beach, located in Capitola, with additional responsibilities at Seacliff and Rio Del Mar State Beaches. This position will work under the direction of the Supervising State Park Ranger. The incumbent's primary duties will include a full range of visitor services activities with emphasis on public safety, law enforcement and campground operations. There are also opportunities for expanding interpretive and resource management skills. **State housing is not available.** For further information regarding this position, please contact Kirk Lingenfelter at (831) 429-2881 or klingenfelter@parks.ca.gov.

STATE PARK RANGER (3 POSITIONS) (\$2890 – \$4135) – SAN LUIS OBISPO COAST DISTRICT/SAN SIMEON SECTOR

The reporting location for these positions is the San Simeon Sector Office, located at the Hearst Castle® Visitor Center. These positions will work under the direction of a Supervising State Park Ranger. The incumbents will be involved in diversified tasks which include: campground operations, law enforcement, interpretation, aquatic safety, resource management, volunteer programs, and special events. **State housing is not available.** For further information regarding these positions, please contact Leander Tamoria at (805) 927-2166 or ltamoria@hearstcastle.com or John Russo at (805) 927-2038 or jrusso@hearstcastle.com.

SUPERVISING STATE PARK RANGER (\$3965 – \$4774) – SAN DIEGO COAST DISTRICT/HISTORIC SECTOR

The reporting location for this position is Old Town San Diego State Historic Park. This position will work under the direction of the State Park Superintendent III, and will be responsible for leading seasonal employees and volunteer training. The incumbent's primary duties will include working with an active volunteer program, school tour program, living history program, and many concessions. Old Town San Diego State Historic Park has one of the highest visitation rates in the state. **State housing is not available.** For further information regarding this position, please contact Bob Wohl at (619) 220-5424.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

SUPERVISING STATE PARK RANGER (\$3965 – \$4774) – SAN LUIS OBISPO COAST DISTRICT/SAN SIMEON SECTOR

The reporting location for this position is the Supervising State Park Ranger office, located at the Hearst Castle® Visitor Center in San Simeon. This position will work under the direction of the San Simeon Sector Superintendent and directly supervises the State Park Rangers. The incumbent will work closely with the local law enforcement agencies, as well as the community organizations in the successful implementation of the department's goals for public safety, natural and cultural resource protection, and the operation of the Visitor Services functions in the San Simeon Sector. **State housing is not available.** For further information regarding this position, please contact Terese Zilke at (805) 927-2027 or tzilke@hearthcastle.com.

******* EXAMINATIONS *******

The Department of Parks and Recreation has scheduled the following examinations.
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation
Personnel Office
ATTENTION: EXAM UNIT
P.O. Box 942896
Sacramento, CA 94296-0001

<u>CLASS</u>	<u>FINAL FILING DATE</u>	<u>EXAM BASE</u>
Accounting Technician	Continuous	Promotional/ Spot – Sacramento
C.E.A. - Level II Chief, Northern/Southern Service Center – Acquisition And Development Division	November 3, 2005	Open
Communications Operator	Continuous	Open
Exhibit Designer/Coordinator	October 28, 2005	Open
State Park Superintendent V	November 4, 2005	Promotional
Supervising State Park Ranger	November 4, 2005	Promotional
Water and Sewage Plant Supervisor	Continuous	Open

CEA



CAREER EXECUTIVE ASSIGNMENT

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules of governing civil service and the special trust placed in public service.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: Parks and Recreation

POSITION TITLE: Chief, Northern/Southern Service Center – Acquisition and Development Division

SALARY: C.E.A. – Level II \$7302 - \$8051 (additional salary increases may occur within the CEA broadband)

FINAL FILING DATE: November 3, 2005

DUTIES AND RESPONSIBILITIES

The Acquisition and Development Division of California State Parks is responsible for the property acquisition and leasing, capital outlay project management, architectural and engineering services, property management, construction management, and environmental assessments. Under the direction of the Deputy Director of Acquisition and Development Division, the Chief, Northern/Southern Service Centers, provides policy guidance and project management to the staff of the Northern and Southern Service Centers. The Chief serves as the Department's project management expert in providing advice and recommendations on policy and procedural issues within the program area, and administers guidelines to ensure the policies are applied consistently.

The Chief works with Service Center managers, and other division managers, to resolve policy conflicts among and between divisions and field staff, and to develop and implement new policies and processes. The Chief provides advice to the Deputy Director on proposed legislation that may impact the delivery of public works projects in the State Parks system, and provides project information and details to the Department of Finance in matters related to State Parks infrastructure and public works.

The Chief, Northern/Southern Service Centers, develops and maintains cooperative relationships with all levels of government. The Chief works with the Governor's Office, Agency Secretaries, the Department of Finance, the Legislature and its staff in regard to program issues related to State Parks infrastructure projects and need. Much of the program is accomplished through contracting, and the Chief maintains positive relationships with representatives from the design profession and construction industry.

The Chief is responsible for leadership to form and maintain positive relationships with Service Center staff, staff of other Departmental divisions, various governmental jurisdictions, and members of the design and construction industry in matters related to project delivery.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government code Section 18990.

Or III

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition, applicants must satisfy the following minimum qualifications:

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- A. Knowledge of the organization and function of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the manager's role in labor relations; the manager's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment which is free of discrimination and harassment.
- B. Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive branches; analyze complex problems and recommend an effective course of action; prepare and review reports; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

The above knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies. (Experience may have been paid or volunteer, in State service, other government settings or in a private organization.)

DESIRABLE QUALIFICATIONS

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III that includes the following:

- Experience in establishing and implementing technical and operational policies, codes, and related procedures for a multi-disciplinary staff, including architectural/engineering services, and environmental resource services.
- Experience at the managerial level coordinating and integrating the work of multi-organizational segments, and multiple infrastructure projects, including capital projects with values exceeding one million dollars.
- Experience in strategic planning, performance measurement, benchmarking, and organizational development of a direct staff of approximately 150 positions.
- Experience in building strong business relationships internally and externally that add value to the organization.
- Experience in managing multiple and varied human resource issues including development of individual improvement plans, educational resources, and training development within a multi-disciplinary environment.
- Experience in conflict resolution associated with disagreements between and/or among multiple internal and external stakeholders at various levels.
- Experience in developing, presenting and fiscal oversight of a divisions budget with monetary values at a minimum of \$200 million in capital expenditures, and \$30 million in administrative expenditures.
- Experience in procurement, contract development and oversight of cost tracking tool development/implementation for a capital outlay program in excess of \$100 million.
- Experience in presenting program issues before rule making bodies, such as the Legislature, local governments, boards and commissions, various control agencies, stakeholders and/or the public.
- Experience in program downsizing to adjust for diminishing fiscal resources.

EXAMINATION INFORMATION

The examination process will consist of an application, resume and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed above, and will serve as a documentation of each candidate's ability to present information clearly and concisely in writing, since this is a critical factor to successful performance. The Statement of Qualifications may be the only basis for your final score.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Chief, Northern/Southern Service Centers, Acquisition and Development Division, CEA Level II vacancy. For further information regarding this examination, contact Kathy Osuna, Personnel Exam Analyst at (916) 651-8571. Questions regarding the position should be directed to Steve Lehman at (916) 445-7966.

FILING INSTRUCTIONS

Please submit the following:

- By November 3, 2005, a standard State Application (Form 678), and a resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above. Submit applications to Kathy Osuna, Personnel Exam Analyst, P.O. Box 942896, Sacramento, California 94296.
- A Statement of Qualifications which describes your experience, knowledge and abilities as they relate to each "Desirable Qualification" factor listed under the "Desirable Qualifications" section of this bulletin. You must specifically respond to each Desirable Qualification factor. Statement of Qualifications submitted without specifics for each Desirable Qualification factor may be given a disqualifying score. The Statement of Qualifications should not exceed three pages in length with a font no smaller than 10 pitch.

Applications submitted without a Statement of Qualifications will be rejected from this examination.

